US ARMY GARRISON – DETROIT ARSENAL

SHELTER-IN-PLACE GUIDE

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INTRODUCTION

This Shelter-In-Place (SIP) Guide addresses actions prescribed in the Detroit Arsenal All- Hazards Emergency Management Plan and contains information on what to do if you are directed to SIP. In addition, this guide contains sample work-site specific plan templates, checklists, and signs for use when SIP is initiated.

Individuals are the key to the success of this program. Each work-site must have the capability to shelter personnel in place as necessary

DETROIT ARSENAL WARNING AND SIGNALING DEVICES

Alerting and warning involves notifying emergency response personnel and notifying the Detroit Arsenal employees as quickly as possible.

OUTSIDE

- **Giant Voice**
- **Reverse 911**

INSIDE

- **Telephone**
- **Computer**
- **Facsimile**
- **SIMPLEX PA System**
- **MGTV**
- **Person-to-Person**

REVERSE 911®
INTERACTIVE COMMUNITY NOTIFICATION

COMPUTER SYSTEMS

- **EPOP**
- **Warren-All**
- **Reverse 911**
- **Blackberries**
- **Cellular Telephones**

SHELTER – IN - PLACE

"Shelter-in-place" means to take immediate shelter where you are—at home, work, school or in between —usually for just a few hours. Local authorities may instruct you to "shelter-in-place" if chemical or radiological contaminants are released into the

Shelter-in-Place POC:

USAG – DPTMS

Phone: 586.282.7867

In the event of an emergency, you may be directed to evacuate or shelter-in-place. Sheltering-in-place means to take temporary protection in a structure or vehicle typically your workplace or residence that is suitable for shelter although not certified, insured or staffed for emergency conditions. Army installations and facilities are subject to a variety of emergencies. Natural disasters, manmade hazardous accidents, and acts of terrorism may warrant sheltering in place.

Get a Kit, Make a Plan, Be Informed

Know your mass warning and notification system. In an emergency you could receive email alerts, phone calls, sirens, or Giant Voice instruction. Know your facility's designated shelter-in-place area and "All Clear" assembly area.

Sheltering-In-Place

READY ARMY
GET A KIT • MAKE A PLAN • BE INFORMED

PREPARDNESS

What to do prior to an emergency or disaster:

- Make sure this guide is made available to all individuals.
- Pre-designate room(s) to serve as shelter rooms during emergencies. The rooms should be large enough to provide at lease 10 square feet per person sheltered. Rooms should have less windows, doors, or air vents. A windowless room is best.
- Supplies have been provided at pre-staged areas. Remember, SIP is for short periods of normally no more than three (3) hours in duration.

PREPAREDNESS
(CONTINUED)

- The shelter room should have a telephone, land mobile radio, or cellular telephone.
- The shelter room should have a fire extinguisher.
- Individuals should be familiar with all pre-designated shelter rooms and pre-staged SIP supply cabinets.
- Supervisors should discuss, at least annually, SIP procedures as it relates to specific work-sites.

PREPAREDNESS
(CONTINUED)

SHELTER-IN-PLACE SUPPLIES

ITEM	QUANTITY
Water – 1 gallon size	8 gallons
Meals-Ready-to-eat (MRE)	12 each
Emergency Blanket (Cotton/Wool)	4 each
Crank Flashlights (Battery-less)	4 each
Crank Radio (Battery-less)	1 each
Disposable Water Cups	50 count
Alcohol-based Hand Sanitizer	4 bottles
Paper Towels	4 rolls

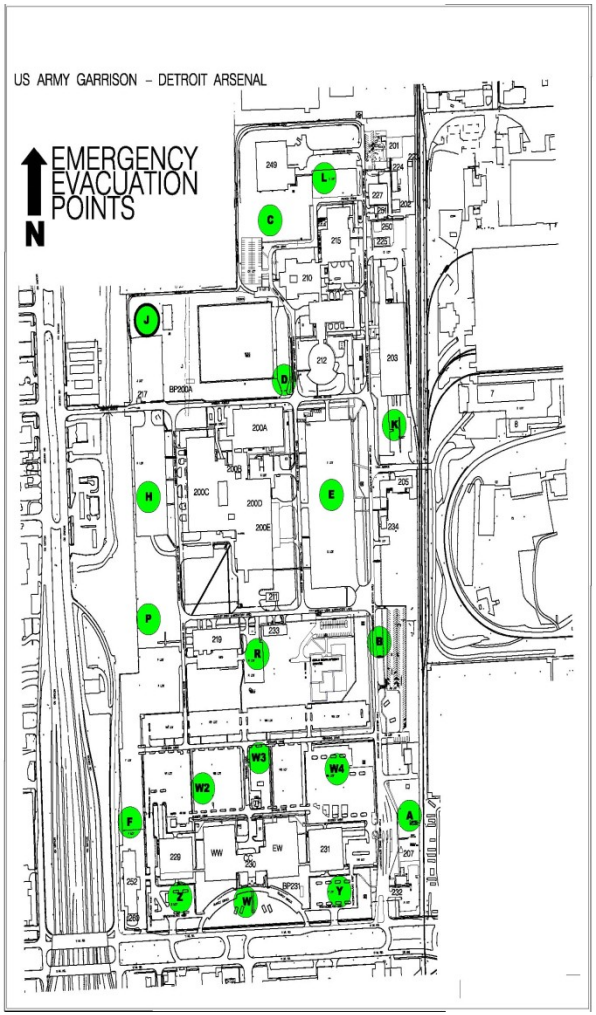
The USAG-DTA Shelter-in-Place supplies POC is: DPTMS
EMAIL: DAMI_Garrison.EOC@conus.army.mil
PHONE: 574-7867

U.S.ARMY

Director of Plans, Training, Mobilization, and Security
US Army Garrison – Detroit Arsenal

EVACUATION

Emergency evacuation is the immediate and rapid movement of people away from the threat or actual occurrence of a hazard.



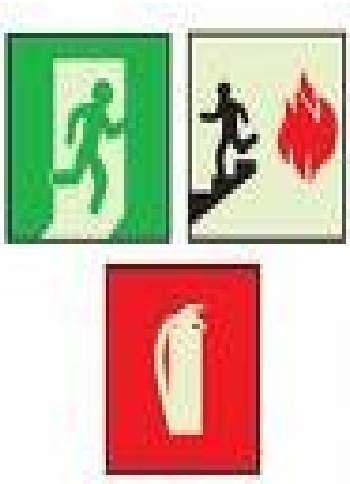
When To Evacuate:

Instructed to do so by an First Responder

Instructed by Supervisor/Fire Warden

When reasonable and common sense would dictate

EVACUATION
(CONTINUED)



How to Evacuate:

- STEP 1: Supervisors and fire wardens will designate assembly point areas, both inside and outside of the workplace, where employees should gather after evacuating.
- STEP 2: Be made aware of individuals with special needs (that may require extra assistance during an evacuation), how to use the buddy system; account for all visitors; secure any classified information, as necessary.
- STEP 3: Calmly and carefully move to a pre-designated assembly point. Exterior assembly areas, are typically located in parking lots or other open areas away from busy streets. Try to go to assembly areas that up-wind of your building from the most common or prevailing wind direction. All of the installation's emergency activation points are clearly marked with signage.
- STEP 4: Each supervisor, or designee, will take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and pass them to the official in charge. Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. Information will be provided to the Fire Warden's as soon as practical.